



State Historical Society of North Dakota Heritage Training Scholarship Program 2009-2011

In 2009, the North Dakota Legislature authorized \$500,000 to the State Historical Society of North Dakota (SHSND) for the Cultural Heritage Grant Program. The Cultural Heritage Grant Program grant program has been administered by the State Historical Society since it was first created in 2003 and provides grant funding for local museums and historical societies.

As part of the Cultural Heritage Grant Program the SHSND has obligated \$30,000 to the Heritage Training Scholarship Program. Heritage Training Scholarships are available for local and county historical society staff members to participate in training opportunities. Scholarships will be awarded until the fund is exhausted.

The application forms are available on the SHSND website as a PDF file: <http://www.history.nd.gov/>

Application Information

1. Fill out and submit the "Heritage Training Scholarship Application" found on page 2 of this form.
2. Upon receipt of application, it will be reviewed by the State Historical Society Staff and either an award letter or decline letter will be sent.
3. If a scholarship is awarded, the "Reimbursement Request", found on page 3, will need to be submitted following the completion of the training.

Requirements

- Scholarship recipients must attend training that is supportive for the operation and management of the local or county historical society.
- Scholarship recipients must submit receipts with the "Reimbursement Request" and include an explanation of expenses.
- Applicants can apply for more than one Heritage Training Scholarship but will only be eligible for up to a maximum of \$2000 in scholarship reimbursement during this funding cycle, which begins July 1, 2009 and ends May 31, 2011.

Examples of Eligible Training Opportunities

- American Association of Museums - Workshops and Conferences
- American Association of State and Local History - Workshops and Conferences
- Governor's Conference on North Dakota History
- Midwest Archives Conference
- Mountain Plains Museums Association - Annual Conference
- Museums in North Dakota - Annual Conference
- National Trust for Historic Preservation - Workshops and Conferences
- Plains Anthropological Conference
- Preservation North Dakota - Annual Conference
- State Historical Records Advisory Board Workshops
- Upper Midwest Conservation Association - Regional Conservation Workshops

Reimbursable Expenses for In-State Training:

- Conference or workshop fees – must provide receipts
- Mileage (based on a rate of \$.50 per mile)
- per diem (\$25 per day)
- Lodging (\$63 plus tax per day) – must provide receipts

Reimbursable Expenses for Out-of-State Training:

- Conference and workshop fees – must provide receipt
- Travel and per diem costs based on North Dakota's listing. For out-of-state rates (Check with the State Historical Society of North Dakota for current rates)

**Heritage Training Scholarship
Application Form**

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

I represent the following organization: _____

I wish to attend the following training: _____

Date and Place of Training: _____

Estimated Costs

Conference Fees, Tuition or Workshop Fees: _____

Mileage (\$.50 per mile for in-state travel) _____

PerDiem (\$25 per day for in-state training) _____

Lodging (\$63 + tax for in-state lodging) _____

Other Expenses (airfare, taxi, etc.) _____

Total Estimated Cost: _____

Heritage Training Scholarships are made available through funding from the North Dakota Legislature. The Heritage Training Scholarship Program is administered by the State Historical Society of North Dakota.

Please submit the application to:

Heritage Training Scholarship
Attn: Amy Munson
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck, ND 58505-0830

**Heritage Training Scholarship
Reimbursement Form**

Name: _____

Check payable to: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

I represent the following organization: _____

I attended the following training: _____

Date and Place of Training: _____

Costs

Conference Fees, Tuition or Workshop Fees *

Mileage # of miles: _____ X \$.50 =

Per Diem # of days: _____ X \$25 =

Lodging*

Other Expenses* please specify expense

Total Cost

Internal Use Only

* Copies of receipts must be included in order to process reimbursement.

All Scholarship expenses will be reimbursed according to NDCC Chapter 44-08-04. For more information please contact Grants & Contracts Officer, Amy Munson at 701-328-3573 or amunson@nd.gov.

Please submit the reimbursement to:

Heritage Training Scholarship

Attn: Amy Munson

State Historical Society of North Dakota

612 East Boulevard Avenue

Bismarck, ND 58505-0830